

## Mile High Area Policy Log

Most Recent Addition Sun 3 April 2016

Policy Log draft 20160524

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Policy log – A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary. – From *A Guide to Local Services in NA* p. 116, Copyright © 1997 by NAWs, Inc.

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The usefulness of an area policy log is discussed in *A Guide to Local Services Area Committee Policy and Guidelines*, pp. 58-9.

Item #	Date Forwarded	Proposal or Guideline Changed	Outcome
1	3/6/2011	One of the items that came out of the area inventory was less talk, more action – 3 pros and 3 cons. If it doesn't meet consensus, then you can have continued open discussion – 3 pros and 3 cons or you can table the proposal.* Appoint George facilitator for consensus based proposals that will keep discussion on track.	Assent
2	3/6/2011	That the mile high area regularly maintain an updated log of area policy changes. Maintained by area secretary and updated log posted on web in minute section.	Unanimous Assent
3	4/3/2011	Create and add to MHASC guidelines the position of public relations coordinator. The suggested guideline revisions are attached to the PR Ad-Hoc report for April 4, 2011.	Unanimous Assent
4	4/3/2011	The Mile High Area return to monthly updates of meeting lists that the amount printed be decreased, groups would copy as needed and deduct from 7th tradition donated to area.	Unanimous- Stand Aside
5	5/1/2011	Revision to guideline regarding nominations in May/June and voting in June(clerical change)-	Unanimous-Assent
6	7/3/2011	Create a web contact person at the area level, define the position requirements and responsibilities, attach the position to the appropriate service body. Attach this position to the Website Subcommittee and make the website chairperson the point of accountability.	Unanimous-Assent

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7	7/3/2011	Treasurer can dispose of old receipts from literature and donations (pre-2009) and to shred pre-2009 bank statements.	Unanimous-Assent
8	9/11/2011	<p>– To increase the number of boxes on the phone line system from ten boxes to eleven boxes to allow PI and Activities to each have their own box. Cost would increase by \$9.99. New cost – \$79.95 per month.</p> <p>Intent: To more effectively/efficiently allow helping professional's direct contact with PI chair; avoid confusion with activities. (Not related).</p>	Unanimous-Assent
9	9/11/2011	Revision to guideline to move the quarterly budget meeting to be included with the actual area meeting, to be introduced as first order of business. (Guideline Change)	Results: 22 assent; 4 Assent w/ res; 2 stand aside.
10	1/8/2012	Revision to guideline To amend duties of vice chair to schedule area and payment of rent six months ahead on calendar holidays. Waive the vote to move area	Unanimous-Assent
11	1/8/2012	Revision to guideline Change Literature combined maximum of Inventory and Cash Flow to \$4,000.00 <i>[Superseded by proposal of December 2012.]</i>	Unanimous-Assent
12	3/4/2012	Revision to guideline to change- to retain \$600.00 in the MHASC bank account before passing funds down the service structure.	20 Assent; 3 Assent w/ Res; 1 Stand Aside.
13	3/4/2012	Transfer ownership of domain names to the Website Subcommittee making it a yearly contractual agreement payable by the MHASC. This cost will be about \$45.00 per year. <i>[Note: This proposal is essentially duplicated by one passed in March 2014.]</i>	Unanimous-Assent
14	10/7/2012	<p>New forms for group reports “Group Condition and Changes Report”:</p> <ul style="list-style-type: none"> <li>- Changes to meeting schedule</li> <li>- Events</li> <li>- Needs/Info</li> <li>- Contact Information for phone line referrals (Phone line referrals refers to facilities and individuals who need to contact a member from the group to ensure that it is consistently ongoing and a meeting of Narcotics Anonymous. This is an occasional requirement of various facilities before taking patients to meetings outside of the facility.)</li> </ul>	

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15	10/7/2012	Activities hold on kitty. Motion passed to allow activities hold on the kitty. no overflow until after New Year's event.	
16	11/4/2012	Disbursements of funds to allow Website Chairperson to prepay to print the meeting lists.	Motion approved.
17	12/2/2012	Proposal: To create separate Gmail accounts for all subcommittees Maker: Sarah H. Intent: To compile documents and correspondence. Ease communication needs. Create accountability and training aid to new chairs of committees. Increases professionalism and eases communication with outside entities for PI and H&I efforts.	3 Shared in Favor of Intent No Blocks No Stand Asides Unanimous assent.
18	12/2/2012	Proposal: To increase literature budget by \$600.00 to a total of \$4,600.00 Maker: Brian S. Seconded: Kirk S. Intent: To better serve the groups literature needs. Discussion of clarification – Aids literature in preventing back orders allowing the area to better serve groups. <i>[Supersedes proposal of January 2012, and in turn is superseded by proposal of March 2014.]</i>	3 Shared in Favor of Intent 3 Oppositions Shared – Is this enough Amendment: Motion to be reviewed next month. No Blocks No Stand Asides
19	7/7/2013	Proposed: Expenses for quarterly printing of five-thousand meeting lists to be considered "contractual" and so given a higher funding priority, thus making it more difficult for area to not be able to fund this operation.	Proposal was Adopted
20	7/7/2013	Proposed: Make expense for Public Information's NA signage at a bus kiosk a <u>contractual agreement</u> and so given a higher funding priority, thus making it more difficult for area to not be able to fund this operation.	Proposal was Adopted
21	3/2/2014	To raise the Literature Subcommittee's inventory maximum to \$5,000 [from \$4,600]. Date first proposed: Feb. 2, 2014 Maker: Steve P., Literature Subcommittee Chairperson Intent: NAWs raised their prices, so we must follow accordingly. <i>[Supersedes proposal of December 2012.]</i>	Blocks? None Stand asides? None Assents with Reservation? None Full Assents? Show of hands passes the proposal.

Item #	Date Forwarded	Proposal or Guideline Changed	Outcome
22	03/02/14	Proposal: To include domain registration costs—estimated at \$44 per year—in contractual expenses. Date first proposed: March 2, 2014 Maker: Krys G. Intent: For the Mile High Area to take responsibility or this expense long term. <i>[Note: This proposal is an essential duplicate of one passed March 2012.]</i>	Block: 0 Stand aside: 0 Assent with Reservation: 0 Assent: Many hands. Buying the four URLs is now a contractual obligation.
23	08/03/14	Proposal: Adopt Social Media Guidelines. A select "administrative" group vote rather than the entire body. <i>[What is that in reference to?]</i>	Passed
24	12/1/2014	Proposal: After a proposal has been considered for three areas, if it has not been adopted, it will be dismissed. There is no wait to resubmit the proposal. Maker: Al G. <i>[Note: This proposal is similar to those passed in June 2013 and June 2014, but they were not placed in this Policy Log.]</i>	Passed
25	1/4/2015	Proposal: Increase cost of contract for bus kiosk advertising. PI needs an increase of up to \$400 to pay for their yearly contract. This would increase the prudent reserve because the bus kiosk bill is paid via contractual obligation. <i>[This item modifies Item #20, July 2013.]</i>	Block? None Reservations? None Assent: It passes.
26	04/05/15	Proposal: Eliminate \$600 prudent reserve.	Passed
27	05/03/15	Proposal: Change Area Guidelines to reflect the functions of the Outreach Subcommittee being brought under the H&I Subcommittee. Maker: Paul.	Passed
28	08/02/15	Proposal: The Area Treasurer may be relieved of their position if no Treasurer's report is provided for two consecutive months. In the case of removal the Assistant Treasurer steps in.	Passed

Item #	Date Forwarded	Proposal or Guideline Changed	Outcome
29	08/02/16	<p>Proposal: All Area administrative committee members and all subcommittee chairs should possess and keep up to date a monthly duty list, called a Rotational Check List.</p> <p>The purpose of the list is so if a servant steps down, a new person can step in and be effective and thorough by working the list.</p> <p>The list will aid in the smooth transition of trusted servants with the least impact on the Area and to assure adequate training as well as all such matters including emails, mailboxes, financial accounts be signed off from one individual to another.</p>	Passed
30	04/03/16	<p>Proposal: Allow Public Relations to provide a monthly verbal *AND* written report on behalf of the Activities, Phone Line, PI, Training, and Website subcommittees to allow a concise method of verbal and written reporting.</p> <p>Update all subcommittee guidelines as well as Area Guidelines to reflect this change.</p> <p><i>Maker:</i> Dan M., PR Coordinator</p>	Passed with no objections